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INTRODUCTION

1. Chain of Command. Chief of Naval Operations (CNO); Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT); Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT).

2. Definitions

a. Senior Officer Present Afloat (SOPA). Commander of any force of the operating forces of the Navy in the locality. CINCLANTFLT will exercise the command functions of SOPA Hampton Roads Area. Whenever CINCLANTFLT is not present in the area, the afloat command next junior to CINCLANTFLT shall, unless otherwise directed, exercise normal command functions. SOPA Hampton Roads exercises command over all forces present afloat through subordinate subarea SOPAs, each of whom has a SOPA subarea (ADMIN) assigned to assist him. Subarea SOPAs change frequently. A message is promulgated twice weekly by SOPA (ADMIN) Hampton Roads to identify SOPA and all subarea SOPAs for the respective period. Subarea SOPA (ADMIN) assignments are permanent. These are listed in paragraph 2e below.

b. SOPA HAMPTON ROADS AREA. Geographical area extending to inland navigable water areas and naval activities within a circle of 50-mile radius centered at the Naval Station, Norfolk.

c. SOPA (ADMIN) HAMPTON ROADS. SOPA (ADMIN) Hampton Roads is COMNAVREG MIDLANT. The area of responsibility of SOPA (ADMIN) Hampton Roads is defined in paragraph 2b, above.

d. SOPA (ADMIN) SUBAREAS

(1) Little Creek Subarea SOPA (ADMIN) is Commanding Officer, Naval Amphibious Base, Little Creek whose area of responsibility is the Naval Amphibious Base; Naval Air Station, Oceana; Fleet Combat Training Center, Atlantic; Fentress Field; and Lynnhaven anchorages.

(2) Norfolk Subarea SOPA (ADMIN) is Commanding Officer, Naval Station. Area of responsibility is Naval Station, Norfolk; Naval Air Station Oceana Detachment Norfolk; CINCLANTFLT Compound; Craney Island; Deperming Crib; Golf anchorages; and St. Julien's Creek Annex for destructive weather discovery.

(3) Portsmouth Subarea SOPA (ADMIN) is Commanding Officer Norfolk Naval Shipyard, Portsmouth. Area of responsibility is Norfolk Naval Shipyard; Naval Hospital, Portsmouth; Naval Security Group Activity, Northwest; St. Julien's Creek Annex; private shipyards in the Norfolk and Portsmouth areas.

(4) Yorktown Subarea SOPA (ADMIN) is Commanding Officer, Naval Weapons Station, Yorktown. Area of responsibility is Naval Weapons Station, Cheatham Annex and York River anchorages.

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(5) Newport News Subarea (when activated) SOPA (ADMIN) is Supervisor of Shipbuilding, Conversion and Repair, Newport News. Area of responsibility is SUPSHIP Newport News and NAVMARCORESCEN Newport News.

3. Authority. SOPA (ADMIN) performs his duties under the authority of his SOPA. In carrying out his duties and responsibilities, SOPA (ADMIN) is authorized to deal directly with fleet units. Despite the designation of a SOPA (ADMIN), the SOPA retains full authority and responsibility as set forth in Navy Regulations. SOPA (ADMIN) supplies continuity of procedures, directives and orders for SOPA as well as for units, activities and commands reporting to SOPA.

4. Functions. The functions of Commander Navy Region Mid-Atlantic, as SOPA (ADMIN) Hampton Roads are to:

a. Provide logistic support to fleet units and other naval activities and to act as SOPA (Administrative) Hampton Roads.

b. In order to accomplish this function, Commander, Navy Region, Mid-Atlantic exercises authority over various regional commanding officers who are responsible for providing shore support to the fleet. These include:

PORT OPERATIONS	Commanding Officer, Naval Station, Norfolk
AIR OPERATIONS	Commanding Officer, Naval Air Station, Oceana
PUBLIC SAFETY	Commanding Officer, Naval Amphibious Base, Little Creek
REGIONAL ENGINEER	Commanding Officer, Navy Public Works Center, Norfolk
INFORMATION TECHNOLOGY	Commanding Officer, Naval Computer and Telecommunications Area Master Station Atlantic
SUPPORT SERVICES	Commanding Officer, Atlantic Fleet Headquarters Support Activity
SUPPLY-LOGISTICS	Commanding Officer, Fleet and Industrial Supply Center, Norfolk
ORDNANCE	Commanding Officer, Atlantic Ordnance Command

c. Managed regionally, each service's responsiveness and product is consistent and each of the above commanding officers retains the implicit delegation of Commander, Navy Region, Mid-Atlantic in order to set policy and guidelines on his behalf for commands present in Hampton Roads.

5. Tasking

a. SOPA (ADMIN) Hampton Roads and/or SOPA (ADMIN) Subareas will:

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(1) Perform SOPA Administrative duties:

- (a) Prepare and issue local SOPA instructions.
- (b) Maintain a permanent file of SOPA matters.
- (c) Assign military and medical guard.
- (d) Require personnel from forces afloat, when necessary, to augment shore personnel in support of the fleet.
- (e) Provide a shore patrol and beach guard, augmented by fleet personnel as necessary.
- (f) Assist SOPA with legal matters.
- (g) Provide a convenient U. S. Mail Center.
- (h) Administer the Fleet boat pools.
- (i) Coordinate all liberty and uniform ashore matters with SOPA.

(2) Make representative reports to each new SOPA whenever SOPA changes.

(3) Coordinate services furnished by shore activities to Fleet units present (including anchorages and berthing assignments).

(4) Provide land transportation in the station area for the forces afloat.

(5) Maintain an up-to-date instruction providing for Fleet disaster control teams to augment the shore establishment disaster control force. Such emergency duties are not to interfere with the primary mission of the Fleet

(6) Render assistance, as required, to host ships for visits of foreign naval ships.

b. COMNAVREG MIDLANT as SOPA (ADMIN) Hampton Roads will:

(1) Maintain effective liaison with appropriate local units of the Atlantic Fleet, Army, Air Force, Coast Guard and other Federal agencies and appropriate local civil officials and agencies.

(2) Coordinate search and rescue assistance as directed utilizing component activities having Search and Rescue (SAR) capabilities.

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(3) Be responsible for and coordinate all matters affecting perimeter and internal area security in situations where both military sentries and civil service police officers or guards are employed on an installation.

(4) Be responsible for Naval Control of Shipping in the Hampton Roads Area.

(5) Coordinate Navy comment and response to the Army Corps of Engineers and the Coast Guard on waterway projects and navigation safety issues, such as dredging, anchorage relocations, navigational aid changes, construction, etc., which may affect naval facilities for operations.

c. For additional administrative information, see Subgroup 5400 of this manual.

6. Control and Coordination. Following are the major activities in the Hampton Roads area providing fleet support. Those marked by asterisk are subordinate to COMNAVREG MIDLANT; the others are subject to the area coordination authority of COMNAVREG MIDLANT.

- *Naval Station, Norfolk
- *Naval Amphibious Base, Little Creek
- *Naval Air Station, Oceana
- *Naval Weapons Station, Yorktown
- Naval Computer and Telecommunications Area Master Station, Atlantic
- Atlantic Division, Naval Facilities Engineering Command
- Atlantic Ordnance Command
- Defense Finance Accounting Service, Operations Center, Norfolk
- Fleet Anti-Submarine Warfare Training Center, Atlantic
- Fleet Intelligence Center Europe and Atlantic
- Fleet and Industrial Supply Center, Norfolk
- Naval Surface Warfare Center, Port Hueneme Det, Dam Neck
- Fleet Training Center, Norfolk
- Personnel Support Activity, Norfolk
- Fleet Accounting and Disbursing Center, U.S. Atlantic Fleet
- *Navy Public Works Center, Norfolk
- *Naval Dental Center, Mid-Atlantic
- *Naval Medical Center, Portsmouth
- Naval Safety Center, Norfolk
- Naval Security Group Activity, Northwest
- Norfolk Naval Shipyard, Portsmouth
- Marine Corps Security Force Battalion, Atlantic
- *Marine Corps Security Force Company, Norfolk
- Fleet Combat Training Center Atlantic, Dam Neck
- *Atlantic Fleet Headquarters Support Activity

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7. Manual Organization. Subject groups in this Manual are numbered to correspond with Department of the Navy Standard Subject Identification Codes (SECNAVINST 5210.11 series).